

A G R E E M E N T

Between

BOARD OF EDUCATION OF FLORHAM PARK,
MORRIS COUNTY, NEW JERSEY

and

FLORHAM PARK EDUCATION ASSOCIATION

For the School Years

1989 - 1990

Through

1991 - 1992

TABLE OF CONTENTS

	<u>PAGE</u>
PREAMBLE	1
ARTICLE I RECOGNITION	1
ARTICLE II GRIEVANCE PROCEDURE	2
ARTICLE III HEALTH INSURANCE	4
ARTICLE IV SALARIES	5
ARTICLE V LONGEVITY COMPENSATION	7
ARTICLE VI WORKHOURS, HOLIDAYS, VACATIONS, WORK YEAR SUPPORTIVE STAFF	8
ARTICLE VII SICK LEAVE	10
ARTICLE VIII EXTENDED LEAVES OF ABSENCE	12
ARTICLE IX TEMPORARY ASSIGNMENTS - SUPPORT STAFF	15
ARTICLE X TEMPORARY LEAVES OF ABSENCE	15
ARTICLE XI TEACHER-ADMINISTRATION RELATIONS	17
ARTICLE XII SABBATICAL LEAVE	18
ARTICLE XIII EMPLOYEE WORK YEAR	19
ARTICLE XIV TEACHING HOURS AND TEACHING LOAD	20
ARTICLE XV PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT	21
ARTICLE XVI RIGHTS OF THE BOARD OF EDUCATION	22
ARTICLE XVII USE OF FACILITIES	22
ARTICLE XVIII MISCELLANEOUS	22
ARTICLE XIX REPRESENTATION FEE	23
ARTICLE XX VACANCIES AND NEW POSITIONS	24
ARTICLE XXI PERSONNEL FILES	25
ARTICLE XXII DURATION OF AGREEMENT	26

SCHEDULES

		<u>PAGE</u>
SCHEDULE A-1	TEACHERS' SALARY GUIDE SCHOOL YEAR 1989-1990	27
SCHEDULE A-2	TEACHERS' SALARY GUIDE SCHOOL YEAR 1990-1991	28
SCHEDULE A-3	TEACHERS' SALARY GUIDE SCHOOL YEAR 1991-1992	29
SCHEDULE A-4	CONVERSION CHART TEACHERS' SALARY GUIDE PLACEMENT	30
SCHEDULE B-1	SECRETARIAL SALARY GUIDE SCHOOL YEAR 1989-1990	31
SCHEDULE B-2	SECRETARIAL SALARY GUIDE SCHOOL YEAR 1990-1991	32
SCHEDULE B-3	SECRETARIAL SALARY GUIDE SCHOOL YEAR 1991-1992	33
SCHEDULE B-4	CONVERSION CHART FOR SALARY GUIDE PLACEMENT	34
SCHEDULE C-1	CUSTODIAL/MAINTENANCE SALARY GUIDE SCHOOL YEAR 1989-1990	35
SCHEDULE C-2	CUSTODIAL/MAINTENANCE SALARY GUIDE SCHOOL YEAR 1990-1991	36
SCHEDULE C-3	CUSTODIAL/MAINTENANCE SALARY GUIDE SCHOOL YEAR 1991-1992	37
SCHEDULE C-4	CONVERSION CHART FOR SALARY GUIDE PLACEMENT	38
SCHEDULE D-1	STAFF ASSISTANTS' SALARY GUIDE SCHOOL YEAR 1989-1990	39
SCHEDULE D-2	STAFF ASSISTANTS' SALARY GUIDE SCHOOL YEAR 1990-1991	40
SCHEDULE D-3	STAFF ASSISTANTS' SALARY GUIDE SCHOOL YEAR 1991-1992	41
SCHEDULE D-4	CONVERSION CHART ASSISTANTS' SALARY GUIDE PLACEMENT	42
SCHEDULE E-1	BUS DRIVERS' SALARY GUIDE SCHOOL YEAR 1989-1990	43

SCHEDULE E-2	BUS DRIVERS' SALARY GUIDE SCHOOL YEAR 1990-1991	44
SCHEDULE E-3	BUS DRIVERS' SALARY GUIDE SCHOOL YEAR 1991-1992	45
SCHEDULE E-4	SALARY GUIDE PLACEMENT BUS DRIVERS'	46
SCHEDULE F	SUPPLEMENTAL CONTRACTS FOR PHYSICAL EDUCATION AND EXTRA-CURRICULAR POSITIONS	47
SCHEDULE G	EMPLOYEE WORK CALENDAR 1989-1990	48

PREAMBLE

THIS AGREEMENT is entered into this day of ,
1989, by and between the BOARD OF EDUCATION OF FLORHAM PARK, MORRIS
COUNTY, NEW JERSEY, hereinafter called the "Board", and the FLORHAM
PARK EDUCATION ASSOCIATION, hereinafter called the "Association".

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as the
exclusive and sole representative for collective negotiations
concerning terms and conditions of employment for all personnel
whether under contract, on leave, employed by the Board, but
excluding:

Superintendent of Schools
Secretary of the Board
Business Administrator
Principals
Assistant to the Principal of Ridgedale School
Director of Maintenance/Custodial Services
Transportation Coordinator
Secretary to the Superintendent
Secretary to the Board Secretary
Confidential Secretary to the Superintendent and
Board Secretary

and any other employee deemed to be supervisory or "confidential"
under N.J.S.A. 34:13A-5.3.

B. (1) Unless otherwise indicated, the term "employee" or
"employees" when used hereinafter in this Agreement, shall refer
to all employees represented by the Association in the negotiating
unit defined above, and references to male employees shall include
female employees.

(2) Unless otherwise indicated, the term "teacher" or
"teachers" when used hereinafter in this Agreement, shall refer to
all professional staff members represented by the Association in
the negotiating unit defined above, and references to male
employees shall include female employees.

ARTICLE II

GRIEVANCE PROCEDURE

A. DEFINITION OF TERMS:

A "grievance" shall mean a complaint by an employee (1) that there has been as to him a violation, misinterpretation or inequitable application of any of the provisions of this Agreement, or (2) that he has been treated unfairly or inequitably by reason of any act or condition which is contrary to established Board policy or administrative practice governing or affecting employees. However, the term "grievance" shall not apply to any matter for which (a) a precise method of review is prescribed by law or State Board Rule having the force and effect of law, or (b) the Board is without authority to act. A non-tenure teacher presenting a complaint which arises from not being re-employed has the right to use only Levels 1, 2, and 3. (As used in this definition an "Employee" shall mean also a group of employees having the same grievance).

B. PROCEDURES:

The importance of having grievances processed as quickly as possible suggests that the number of days indicated at each level should be considered as a maximum and every effort made to expedite the process. The time limits may, however, be extended by mutual written agreement. A grievance must be filed within sixty (60) days of event and within the same school year.

If a grievance is filed too late in the school year to provide time to process it through all the steps in the grievance procedure before the term ends, the time limits set forth in the various steps shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable. A copy of all correspondence must be sent to the Association and the Board.

LEVEL ONE:

An employee with a grievance shall discuss it first with his immediate superior, with the objective of resolving the matter informally. If an impasse occurs, a written grievance shall be presented to the immediate superior of the employee, and said employee shall be entitled to a reply, in writing, within five (5) working days of said written complaint.

LEVEL TWO:

If the aggrieved is not satisfied with the disposition of this grievance at Level One, he must then appeal, in writing, to the Superintendent of Schools within five (5) working days after

the decision at Level One, or ten (10) working days after the grievance was presented, whichever is sooner. The Superintendent shall reply in writing, within ten (10) working days from receipt of said appeal.

LEVEL THREE:

If the aggrieved is not satisfied with the disposition of his grievance at Level Two, within ten (10) working days from receipt of the reply to his grievance from the Superintendent, said person will inform the Superintendent, in writing, that he wishes a non-public hearing with the Board. The Board shall receive an employee only after the employee has exhausted established methods of seeking redress of grievances in Levels One and Two. The Board shall schedule and conduct a hearing within ten (10) working days of receipt of the appeal to the Board and shall render a decision within ten (10) working days of said hearing.

LEVEL FOUR:

If an employee still has a grievance at this stage of the proceedings, the employee must, within five (5) working days of receipt of the Board's decision, request in writing, the Professional Rights and Responsibilities Committee of the Association to determine if the grievance has merit. If the Professional Rights and Responsibilities Committee finds it has merit, the Committee will notify the Board, in writing, within five (5) working days, which notice will constitute notification of intention to proceed to arbitration unless stated otherwise. If the Committee finds the case is without merit it will notify, in writing, both the Board and the aggrieved person who may still continue the case at his own expense. If the aggrieved person chooses to continue the case at his own expense he shall notify the Board, in writing, within five (5) working days after receipt of the notice from the Committee. Application for arbitration must be made, in writing, within five (5) working days after receipt by the Board of the notice of intention to arbitrate the matter, which application shall be made by the Association or the aggrieved person who chooses to continue the case at his own expense.

LEVEL FIVE:

If the Board and employee or their representatives are unable to reach a harmonious agreement, the matter will be submitted to an arbitrator mutually chosen by the Board and the Association. If mutual agreement on the choice of said arbitrator cannot be reached within five (5) working days an appeal will be made, in writing, to the American Arbitration Association to appoint said arbitrator pursuant to their rules. The decision of the arbitrator shall be submitted to the Board and to the Association and shall be final and binding on the parties.

The costs for the services of the arbitrator, including per diem expenses and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expense incurred shall be paid by the party incurring same.

C. RIGHTS OF EMPLOYEES TO REPRESENTATION:

The aggrieved employee may be represented at all stages of the grievance procedure by himself or, at his option, by representative(s) selected by himself, or representative(s) chosen by the Association.

When an employee is not represented by the Association, the Association shall have the right to be present at any level and to state its views.

ARTICLE III

HEALTH INSURANCE

A. MEDICAL/SURGICAL INSURANCE

Basic Coverage:

1. The Board shall continue to provide the health insurance coverage contained in the New Jersey State Health Benefits Program Plan (the "Plan"). Said Plan shall be provided to eligible employees and dependents at no cost to the employees. Eligibility for part-time support and professional staff will be consistent with the rules and regulations of the New Jersey State Health Benefits Program. The Board maintains the right to change its insurance coverages upon reasonable notice to the Association, provided that such coverage is equivalent to or better than that being currently provided.

H.M.O. Option:

Employees described in H.M.O. Option 2 shall have the choice of enrolling in the New Jersey State Health Benefits Program Plan or continuing in an H.M.O. Plan administered through the New Jersey State Health Benefits Program. The Board will contribute that amount it would have otherwise contributed to the cost of the New Jersey State Health Benefits Program Plan.

B. DENTAL INSURANCE

1. The Board shall provide a dental plan for employees and dependents with benefits equal to or better than the New Jersey Dental Service Plan IIIA with Orthodontic Coverage. Support staff shall receive dental insurance provided they are employees 5-1/2

hours or more per day.

2. Part-time professional and support employees shall receive Board contributions in proportion to the fraction of the week they are in the employ of the District.

3. In 1990-1991, the dollar maximum of the Dental Plan shall be increased to \$1,500.00, and the dollar maximum of the Orthodontic portion shall be increased to \$1,000.00. In 1991-1992 the dollar maximum of the Dental Plan shall be increased to \$2,000.00, and the dollar maximum of the Orthodontic portion shall be increased to \$1,500.00.

C. PRESCRIPTION INSURANCE

1. The Board shall pay the full premiums for a \$2.00 co-pay prescription insurance plan for employees and their dependents.

2. Part-time professional and support employees shall receive Board contributions in proportion to the fraction of the week they are in the employ of the District.

D. DISABILITY INSURANCE

1. The Board shall continue to pay the full premiums for a disability insurance plan.

2. Part-time professional and support employees shall receive Board contributions in proportion to the fraction of the week they are in the employ of the District.

E. RETIREE INSURANCE

Employees not eligible for paid health benefits at retirement shall have the opportunity to continue in the plan upon payment of the premium. Employees wishing to avail themselves of this provision shall pay to the Board an amount equal to one-quarter of the premium in advance. The Board shall bill the employee at least thirty days prior to the payment due date.

ARTICLE IV

SALARIES

A. Teacher Salary Guides are set forth in Schedules A-1 through A-3.

B. 1. Secretarial Salary Guides are set forth in Schedules B-1 through B-3.

2. Secretarial employees working a ten-month work year shall be paid ninety percent (90%) of the salary for twelve-month

employees.

C. Custodial and Maintenance Salary Guides are set forth in Schedules C-1 through C-3.

1. Custodians and maintenance employees who possess a black seal boiler license shall receive an additional \$350.00 per year.

2. Related work experience shall be credited on a one for two basis.

3. Assistant Maintenance Man shall receive an additional \$1,500.00 to base pay.

4. The Board shall supply rain gear (one piece suit with rain boots) for use by maintenance employees; such gear to remain in school building when not used for District purposes.

5. The Board shall supply hooded parkas for custodial and maintenance staff every other year, if needed, at a maximum cost of \$100.00 per employee. Safety shoes shall be provided, at Board expense, for all custodial/maintenance employees. Said employees shall be required to wear the safety shoes.

6. Custodians shall receive two sets of uniforms (shirt and pants) per school year.

D. Staff Assistants' Salary Guides are set forth in Schedules D-1 through D-3.

E. Bus Drivers' Salary Guides are set forth in Schedules E-1 through E-3. Bus Drivers shall be compensated for field trips at the rate of \$13.00 per hour in 1989-1990, \$13.50 per hour in 1990-1991, and \$14.00 per hour in 1991-1992.

F. Employees shall be paid on the 15th and 30th of each month (15th and last day of February), except when the 15th and 30th fall on a weekend or holiday. When a scheduled pay date falls on a weekend or holiday, the employee shall receive his pay check on the last work day immediately preceding the weekend or holiday.

G. Employees shall receive their vacation pay on the last working day preceding said vacation if said pay day falls during vacation period.

H. Each employee may individually elect to have a specified dollar amount deducted from his pay each month and deposited by the Board in an interest-bearing account in the Tri-Co Federal Credit Union, Morristown, New Jersey. The Board shall deposit said funds with Tri-Co within five (5) calendar days following each pay day.

I. Teachers, school staff assistants, and bus drivers shall receive their last pay check on the last working day in June, provided the employee has met his year-end requirements.

J. Each teacher shall be paid at the rate of \$20.00 per hour

for committee work beyond a yearly total of 15 hours. Each teacher shall be paid at the rate of \$20.00 per hour for curriculum work. In order to be compensable, all such committee work and curriculum work must be authorized in advance by the Superintendent.

K. MISCELLANEOUS

1. Granting of increments shall be in accordance with applicable statutes.

2. Salary guide credit for military service shall be granted in accordance with N.J.S.A. 18A:29-11.

3. Newly employed teachers shall not be placed on the salary guide at a step or training column higher than an already employed teacher of comparable professional experience or preparation.

4. Teachers losing a preparation period for the purpose of covering a class shall be compensated at the rate of \$15.00 per period.

5. Custodial/maintenance employees shall be permitted to attend the NJEA convention for up to two (2) days provided there is at least one (1) qualified custodial/maintenance employee available to cover each school building.

ARTICLE V

LONGEVITY COMPENSATION

Longevity payments shall begin on the anniversary date of the employee's initial employment if that date differs from the start of the work year. If that is the case, the employee shall receive a pro-rated portion of the longevity due him or her. Unpaid leave of absence time shall not be included in calculating length of service.

PROFESSIONAL STAFF

Longevity compensation shall be granted as follows:

1. \$250.00 at the completion of ten (10) years of full time service in this District.

2. \$650.00 at the completion of fifteen (15) years of full time service in this District.

3. \$1,150.00 at the completion of twenty (20) years of full time service in this District.

4. Longevity payments shall be pro-rated for part-time

employees. It is understood that the longevity payment shall be pro-rated - not the years of service.

B. SUPPORTIVE STAFF

1. Full-time employees (secretaries, custodians, staff assistants, bus drivers), shall receive longevity as follows:

- a. \$250.00 at the completion of ten (10) years of full-time service in this District.
- b. \$650.00 at the completion of fifteen (15) years of full-time service in this District.
- c. \$1,150.00 at the completion of twenty (20) years of full-time service in this District.
- d. Full-time is defined as follows:
 - (1) Secretaries - 7-1/2 hour day.
 - (2) Custodians - 8 hour day.
 - (3) Staff assistants - 5-1/2 hours or more.
 - (4) Bus Drivers - 5-1/2 hours or more.

2. Staff assistants and Bus Drivers who work a minimum of 4 hours and up to 5-1/2 hours per day shall receive longevity as follows:

- a. \$250.00 at the completion of ten (10) years of service in the District.
- b. \$375.00 at the completion of fifteen (15) years of service in the District.
- c. \$625.00 at the completion of twenty (20) years of service in the District.

ARTICLE VI

WORK HOURS, HOLIDAYS, VACATIONS, WORK YEAR
SUPPORTIVE STAFF

A. SECRETARIAL WORK HOURS

1. The work week for secretaries shall be 7-1/2 hours per day when school is in session and 5-1/2 hours per day when school is closing during the latter part of June, July and August, and when school is closed for recesses; provided, however that the

Administrators may require, at their discretion, secretaries work up to two (2) additional hours per day at straight time hourly rates.

B. CUSTODIAL AND MAINTENANCE WORK HOURS/WORK YEAR

1. The work day for custodial and maintenance employees shall be eight (8) hours per day, five (5) days per week. The work year shall be July 1 through June 30.

C. STAFF ASSISTANTS' WORK YEAR

1. Staff Assistants work year shall be one hundred and eighty-five (185) days.

D. BUS DRIVERS WORK YEAR

1. Bus drivers work year shall be one hundred and eighty-five (185) days.

E. TWELVE MONTH SECRETARIAL & CUSTODIAL EMPLOYEES HOLIDAYS

Full-time secretarial and custodial employees under the Contract will have eleven (11) paid holidays during the school year. Said holidays shall include the day after Thanksgiving. Holidays shall be designated by the Board, after informal consultation with the Association, on a work calendar to be published by the Board not later than June 15th of each year for the following year.

F. VACATIONS

Full-time secretarial, custodial and maintenance employees shall receive the following vacation days:

1. Full-time secretarial employees employed as of July 1, 1977 will receive twenty (20) paid vacation days following the completion of one (1) year of service.

2. Full-time secretarial employees employed after July 1, 1977 and all full-time custodial and maintenance employees shall receive the following vacation days:

completion of one to five years	10 days
completion of six to ten years	17 days
completion of eleven years and above	20 days

Upon the prior approval of the Superintendent, an employee may carry over up to five (5) vacation days into the following year.

ARTICLE VII

SICK LEAVE

A. PROFESSIONAL STAFF

1. An employee shall be entitled to absence, without deduction of salary, for personal illness, according to the following schedule, provided the employee shall notify the appropriately designated person by 7:00 a.m.

<u>Number of Days in Contracted or Regular Work Week of Employee</u>	<u>Sick Leave Days Per Year</u>
5	10
4	8
3	6
2	4
1	2

2. The number of sick leave days indicated in this schedule and not used shall accumulate from year to year.

3. Teachers shall be given a written accounting of accumulated sick leave days no later than September 30th of each year.

4. The Board of Education may, at any time, require a physician's certificate as proof of illness when sick leave is claimed.

B. SUPPORTIVE STAFF

An employee shall be entitled to absence, without deduction in pay, for personal illness according to the following schedule:

1. Secretaries on a 10-month contract - eleven (11) days per year.

2. Employees on a 12-month contract - twelve (12) days per year.

3. Employees who work less than a full week - two (2) days per year for each day per week worked.

4. The number of sick leave days indicated above and not used shall accumulate from year to year.

5. The Board of Education may, at any time, require a physician's certificate as proof of illness when sick leave is claimed.

C. COMPENSATION FOR UNUSED SICK DAYS

During the contract years 1989-1990 and 1990-1991,

professional staff members who retire based on service and age from the state administered retirement system shall be paid for their unused accumulated sick days in the amount of \$12,000.00, regardless of the number of sick days accumulated prior to retirement.

During the contract years 1989-1990 and 1990-1991, support staff members who retire with at least ten years service to the Board and having reached the age of 55 or above shall be paid for their unused accumulated sick days at the rate of one for every four days accumulated at the per diem rate in effect the year of retirement. In no event, however, shall an employee's individual payment exceed \$7,000.00. An employee who elects a deferred retirement benefit shall not be eligible for this retirement payment.

Effective July 1, 1991, professional staff members who retire based on service and age from the state administered retirement system, and support staff members who retire with at least ten years service to the Board and having reached the age of 55 or above shall be paid for their unused accumulated sick days at rate of one for every four days accumulated at the per diem rate in effect the year of retirement. In no event, however, shall an employee's individual payment exceed \$8,000.00. An employee who elects a deferred retirement benefit shall not be eligible for this retirement payment.

Notice of intention to claim the benefits provided herein must be made in writing to the Board on or before December 31st in 1989 and October 1st thereafter, of the calendar year prior to the school year in which the retirement becomes effective. In the event an employee fails to give notice by October 1st for the reason that such employee has not at that time determined to retire, but subsequently, due to some unforeseen reason such employee is compelled to retire, the employee shall give notice of the condition causing the retirement as soon as possible. In the event such employee demonstrates valid reason to waive the October 1st notice date, he or she will receive the benefit provided. The Board, however, may defer payment of all or part of the benefit to the school year following the retirement. Upon reasonable notice to the Superintendent, employees shall have the option of receiving said compensation in one lump sum upon retirement or in one lump sum after January 1 of the calendar year following the retirement.

ARTICLE VIII

EXTENDED LEAVES OF ABSENCE

A. MATERNITY LEAVE FOR TENURED TEACHERS:

1. Natural Birth:

The Board shall grant maternity leave, without pay, to any female teacher under tenure for a period not to exceed two (2) years upon request subject to the following stipulations and limitations:

- (a) Maternity leave shall commence and terminate on the dates requested by the teacher as specified to the Superintendent, in writing, at least sixty (60) days prior to the date on which her leave is to begin.

In the event the teacher's physician certifies to the Board that termination of employment in less than sixty (60) days is necessary to protect the health of the mother and/or child, the Board will permit such earlier commencement of leave as is required by the circumstances. In addition to the sixty (60) days' notice, the teacher shall advise the Superintendent during the first three (3) months of her pregnancy of the fact of her pregnancy and of her prospective plans for taking maternity leave. The teacher shall provide the Superintendent with her best estimate of when her maternity leave will commence and terminate. Said preliminary advice shall not be binding upon the teacher and shall not be deemed to be in lieu of the formal notice required above.

- (b) The Board may require a teacher, during her pregnancy, to produce a certificate from her physician stating that she may continue working effectively at the duty to which a teacher has been assigned. The Board shall not require the teacher to produce such a certificate (updated) more than once every thirty (30) calendar days.
- (c) Physical Incapacity - The Board may require a pregnant teacher to commence her maternity leave prior to the time period stipulated above if her physical condition or capacity is such that her health would be impaired if she were to continue teaching, or if her teaching performance has substantially declined from the time immediately prior to her pregnancy and which physical incapacity shall be deemed to exist only if:

- (1) the pregnant teacher fails to produce a certificate from her physician stating that she is medically able to continue teaching;
OR
 - (ii) the Board of Education's physician and the teacher's physician agree that she cannot continue teaching;
OR
 - (iii) following any difference of medical opinion between the Board's physician and the teacher's physician, the Board requests expert consultation in which case the Board's physician and the teacher's physician shall mutually agree upon an impartial third physician who shall examine the teacher and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue teaching. The expense of an examination by an impartial third physician pursuant to this Article shall be shared equally by the teacher and the Board.
- (d) No teacher shall be prevented from returning to work on the ground that there has not been a time lapse between childbirth and the desired return. The Board may require a teacher, after birth of her child, to produce a certificate from her physician showing that she is physically capable of resuming her duties. If the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as set forth above in (c)(iii).
- (e) Any maternity leave requested to terminate on a date other than September 1 may be extended within the two (2) year limitation provided that such extension is requested in writing at least ninety (90) days prior to the originally requested date.
- (f) Any teacher granted maternity leave without pay according to the provisions of this Article may, at her discretion, elect to substitute all or any part of her accumulated sick leave in lieu thereof during the period commencing 30 days prior to delivery and ending 30 days after delivery. This period may be extended where the need for such extended sick leave is demonstrated by the employee's physician.

2. Adoption

Any teacher adopting a child shall receive similar leave which shall commence upon her receiving de facto custody of the said child, provided, however, the teacher adheres to the notice requirements above, where applicable.

3. Substitute Work

Following childbirth or adoption, no teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Florham Park School District in the area of her certification or competency.

B. MATERNITY LEAVE FOR NON-TENURED TEACHERS:

A non-tenured teacher who is pregnant shall be permitted to continue to work until such time as the School Physician shall certify to the Board that, in the physician's opinion, said teacher's pregnancy interferes with her proper and effective performance of the duties to which she has been assigned. A non-tenured teacher who complies with the requirements above, concerning maternity leave for tenured teachers, shall be granted maternity leave at the discretion of the Board, provided, however, that the Board shall not be required to continue the leave of absence of any non-tenured teacher beyond the school year (current) for which she was originally hired or to offer tenure or a new contract to a non-tenured teacher who would not have otherwise obtained it. No period of time while on maternity leave shall be credited to such non-tenured teacher with respect to acquiring status as a tenured teacher.

C. MATERNITY LEAVE - TENURED SUPPORT STAFF

A tenured employee may be granted up to one (1) year's leave of absence, without pay, as a maternity leave of absence. Request for maternity leave of absence should be instituted no later than two (2) weeks prior to the end of the fifth month. An employee shall be required to notify the Superintendent during the first three (3) months of pregnancy. The Board may require a physician's authorization for an employee to continue working during pregnancy.

D. None of the terms of this Article, Sections A, B and C shall affect the Superintendent's responsibility and authority to determine the ability of an employee to properly and effectively perform the duties to which she is contracted.

E. MISCELLANEOUS LEAVES OF ABSENCE

1. A leave of absence of up to one (1) year, without pay, may be granted for the purpose of caring for a sick member of the employee's immediate family.

2. Other leaves of absence, without pay, may be granted by the Board for good reason.

F. Upon return from leave granted pursuant to these Sections an employee shall be placed on the salary step on the level at which he or she was located at the time of taking leave. All

benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave remaining after the leave, and credits toward sabbatical eligibility, shall be restored to him upon his return and he shall be assigned to the same position, if available, which he held at the time said leave commenced.

G. Except as otherwise expressly provided hereinabove, all extensions or renewals of leaves shall be applied for in writing by March 1 of the school year during which the leave expires. Approvals or rejections of such requests shall be sent in writing to the employee by April 15 of that year.

ARTICLE IX

TEMPORARY ASSIGNMENTS - SUPPORTIVE STAFF

An employee required to perform the duties of a higher job classification shall be paid a premium of twenty percent (20%) per hour in addition to the regular rate of pay after two (2) continuous days of such performance retroactive to the first day.

ARTICLE X

TEMPORARY LEAVES OF ABSENCE

A. PERSONAL LEAVE DAYS WITH PAY

1. An allowance of three (3) days in total for categories (a) through (e) below, upon written request to the Superintendent of Schools and with his approval, shall be granted for the following reasons:

- (a) Court subpoena
- (b) Marriage of employee
- (c) Personal business which cannot be handled outside of school hours (maximum two (2) days)
- (d) Employee attending graduation - receiving a degree
- (e) Any other emergency or urgent reason not included in (a) through (d) above, if approved by the Superintendent of Schools.

2. Employees shall be granted three (3) days per year, with pay, for absence due to illness in the immediate family when the presence or immediate assistance of the employee is required. The employee's immediate family shall be defined as follows: father, mother, spouse, child, brother, sister, or any member of the immediate household.

B. BEREAVEMENT LEAVE WITH PAY

The bereavement leave days provided for herein are for the sole purpose of arranging for and attending funeral services and providing for a reasonable mourning period in connection therewith.

1. Death in the Immediate Family:

No salary deduction shall be made for absence from school duties resulting from death of father, mother, spouse, child, brother, sister, or any member of the immediate household, providing that such absence is limited to a maximum of five (5) school calendar days. Any days taken after five (5) days from the time of death must be approved by the Superintendent and must be related to duties of Executor of the Estate. In calculating the allowable number of days under this paragraph, "school calendar" days shall include days which fall in school vacation periods or which are school holidays.

2. Death of Other Relative:

An allowance of one (1) day's leave shall be granted.

C. MISCELLANEOUS PROVISIONS

1. Application for temporary leave shall be made at least forty-eight (48) hours prior to the day requested. In emergency situations, such notice shall be given as soon as practicable within the forty-eight (48) hour period.

2. Requests for additional days under this Article may be granted upon the discretion of the Superintendent.

3. Salary deductions for days absent over and above the time provided in this Article shall be on the basis of 1/200th of the yearly salary exclusive of insurance and pension of ten month employees and on the basis of 1/240th of the yearly salary exclusive of insurance and pension of twelve month employees for each day.

4. All days provided under this Article shall be non-cumulative.

5. Paragraphs B.1 and B.2 of this Article shall be valid only if the employee notifies the appropriately designated person at least sixty (60) minutes prior to the normal time the employee is expected at school.

ARTICLE XI

TEACHER-ADMINISTRATION RELATIONS

Both the Association and the Board recognize the importance of effective communications and working relations between the staff and the District administrators. Most operating problems must be resolved on that level rather than brought to the negotiating table. The purpose of this Article is to provide agreement that standing committees shall be established to ensure prompt, efficient disposition of any problems relating to working conditions and operating facilities; curriculum matters are to be resolved through the Superintendent of Schools.

Of the committees referred to above, there shall be one (1) committee called the District Council Committee, and one (1) for each building in the District called the Building Council Committee.

A. DISTRICT COUNCIL COMMITTEE

Organization and operation of the DISTRICT COUNCIL COMMITTEE shall be according to the following guidelines:

1. The intent of the Committee will be to establish effective communications between the staff and administrators.
2. The committee shall consist of:
 - (a) two teachers from each building selected by the Association.
 - (b) a Principal selected by the Superintendent.
 - (c) the Superintendent.
 - (d) the President of the Association.
3. The Committee shall meet once a month, the time and date to be settled by mutual agreement.
4. The Committee will elect its own Chairman and Recorder. Neither the Superintendent nor the President of the Association shall hold either position.
5. Members of the Committee shall have the responsibility of communicating back to the group they represent on discussions held at the Committee Meeting. The Principals shall set aside a time period at their building meetings for such reports.

6. This Committee shall have no official administrative or policy adoption authority, rather it will serve as a means of communication and advisement.
7. The minutes of each meeting are to be kept and distributed to all professional staff employees.
8. Agenda

The agenda shall be prepared by mutual agreement and such agenda shall be prepared in written form by the Superintendent and shall be distributed to all Committee members not less than two (2) working days prior to the meeting. Additional items may be put on the agenda at the time of the meeting, with the affirmative vote of the majority of its members and the consent of the Superintendent.

B. BUILDING COUNCIL COMMITTEE

ORGANIZATION OF THE BUILDING COUNCIL COMMITTEES

The building Principal and the Association Senior Faculty Representative shall be permanent members of the Building Council Committee and will determine the membership and operating method of the Committee at their schools. The Building Council Committee will consider matters of direct concern to the specific schools represented by said committee. Matters not resolved at the Building Council Committee shall be referred to the District Council Committee.

ARTICLE XII

SABBATICAL LEAVE

A. A sabbatical leave may be granted by the Board of Education to a teacher who has completed ten (10) or more years of continuous service in the Florham Park Schools, upon recommendation of the Superintendent, for study or for other reasons of value to the school system, subject to the following conditions:

1. Request for sabbatical leave must be received by the Superintendent, in writing, in such form as may be mutually agreed upon by the Florham Park Board of Education and the Superintendent no later than December 1st prior to the year for which absence is requested. Action must be taken on all such requests no later than March 1st of the school year preceding the school year in which the sabbatical is requested.
2. No more than two (2) teachers of the system shall be

granted a sabbatical leave for the same year.

3. The salary granted for one (1) year's sabbatical leave shall be one-half (1/2) of the salary the teacher would be entitled to if not on leave. Regular deductions for the teacher's pension fund and other authorized deductions shall be deducted from said salary on a monthly basis. Tenure rights shall be without prejudice. Salary payments shall be made in accordance with the schedule for payment of salaries in the school system.
4. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence. The teacher shall retain all previously accrued benefits.
5. As a condition to the granting of a sabbatical leave, the teacher shall have agreed to continue in the service of the Florham Park Schools for a period of at least two (2) years after the expiration of the leave of absence. Failing to so continue service, the teacher shall repay, on demand, to the Board of Education the full salary received while on leave, unless such teacher is incapacitated, has been discharged or has been released for good and sufficient reasons by the Board of Education from his obligation.
6. Applicants for a sabbatical shall agree to abide by all written conditions of policy set by the Board of Education to govern such leaves of absence.
7. Teachers on such leaves may not associate for compensation with any person, persons or organizations during the leave except when the Board of Education approves such association as beneficial to this school system and upon conditions as prescribed by them.

ARTICLE XIII

EMPLOYEE WORK YEAR

A. The employee calendar shall be set forth in Schedule "G". Changes in the Employee Calendar shall be made only after agreement between the Association's Negotiating Committee and the Board.

ARTICLE XIV

TEACHING HOURS AND TEACHING LOAD

A. TEACHER DAY

1. Check-in Procedure

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock-in or clock-out" by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster, except for situations where the administrator in charge has determined that an individual teacher has repeatedly arrived later than the agreed arrival time without a justifiable reason. In those situations, the administrator must give written notice to the teacher that a "clock-in" procedure will be implemented if abuses continue.

2. The arrival and departure times for staff are as follows:

Brooklake School	8:15 a.m. and 3:15 p.m.
Briarwood School	8:15 a.m. and 3:15 p.m.
Ridgedale School	7:45 a.m. and 2:40 p.m.

Any modification in arrival and departure times in excess of 1/2 hour is subject to negotiation between the Association and the Board, provided that agreement cannot be reached between the Administration and the Representative Council of the Association. Such above modification shall not in any way change the length of the school day.

The work day for teachers shall consist of seven hours per day, with the exception of the teachers at Ridgedale School who work six hours and 55 minutes because of class scheduling at that school.

B. NON-TEACHING PERIODS:

1. Each teacher is entitled to a duty free lunch period of duration equal to the students' standard lunch period and is permitted to absent himself from the building during that period.

2. Each teacher is entitled to an average over the school year of one (1) preparation period of each full school day and shall be expected to use that time in educationally related matters.

ARTICLE XV

A. TUITION REIMBURSEMENT

1. Reimbursement of tuition for courses shall be paid at a rate per credit equal to the Rutgers University graduate credit rate. Application for approval from the Superintendent shall be made in advance of taking the courses. To be approved, courses must, in the reasonable judgment of the Superintendent, be related to the employee's teaching or work assignment.
2. Reimbursement for courses shall be limited to fifteen (15) credits per contract year.
3. Reimbursement for additional courses may be approved at the discretion of the Superintendent.
4. Reimbursement shall be made within sixty (60) calendar days provided that:
 - (a) an official transcript showing successful completion of course or courses is submitted, and
 - (b) receipt of the bill for tuition costs is submitted to the office of the Superintendent on or before the Thursday before the first Tuesday of the month.
4. Approval for summer courses will be made only to those under contract for the subsequent school term.

B. SALARY ADJUSTMENT PROFESSIONAL STAFF

1. Retroactive salary adjustment will be made to September 1st when a teacher qualifies for a higher salary through change in certification, degree, thirty (30) credits beyond the Bachelor's Degree (in 1990-91 and thereafter), or thirty (30) credits beyond the Masters Degree, if such qualifications are completed on or before February 1 of the current school year and certified by the Superintendent.

C. SUPPORT STAFF - WORKSHOPS ETC.

1. The Board agrees to pay up to \$100 per year for workshops, seminars, and non-college credit courses taken by employees. Application for approval from the Superintendent shall be made in advance of taking the courses. To be approved, courses must, in the reasonable judgment of the Superintendent, be related to the employee's work assignment.

ARTICLE XVI

RIGHTS OF THE BOARD OF EDUCATION

The Board reserves to itself all rights of management of the School District and full jurisdiction and authority over matters of policy, rules and regulations and practices in furtherance thereof, and reserves, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and laws of the State of New Jersey and of the United States.

ARTICLE XVII

USE OF FACILITIES

A. The Association shall be entitled to use school buildings upon reasonable notification to the Building Principal, provided that the room is not otherwise in use and that such meeting does not interfere with normal school operations. The Association shall have the right to use inter-office mail for the purpose of sending Association business, excluding notices of a political nature.

ARTICLE XVIII

MISCELLANEOUS

A. Both the Association and the Board agree that the students of Florham Park are entitled to the best education possible, and both agree to continue to strive toward the realization of that goal. This may include meeting with individual students during, before, and after school or at times mutually agreeable with the teacher and the student to clarify homework assignments and discuss various areas of concern.

B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to any law or regulation having the effect of law by the final decision of any Court, Body, or Agency of competent jurisdiction, then such provisions or application of such provision shall be deemed not valid and not subsisting except to the extent permitted by law, but all other provisions shall remain in full force and effect.

It is the intent of the parties that all of the provisions of this Agreement shall be construed to be in accord with existing constitutional, statutory, decisional, and regulatory law.

C. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to

negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

E. Representative(s) of the Association and member(s) of the Board shall meet on a regular basis to discuss issues of mutual interest. Such meetings shall occur at least quarterly. Meetings shall occur at a time and place mutually agreeable to the representatives of the Association and members of the Board.

F. Copies of this Agreement shall be presented to all employees now employed or hereafter employed by the Board.

G. To the extent available all employees, upon employment in the district shall receive, in writing, a description of all benefits available to them.

H. Non-resident employees may enroll their children in the Florham Park School District (K-8) at no tuition cost to them.

ARTICLE XIX

REPRESENTATION FEE

A. Any employee, represented by the Association, who chooses not to join the FPEA and its affiliates shall pay a representation fee in accordance with the provisions of Chapter 477, P.L. 1979.

B. The Board agrees to implement payroll deduction as is presently operative in the district for dues and will include collection and transmittal of this fee pursuant to the present procedure in accordance with Chapter 2-3, P.L. 1969 (NJS 52:14-5.9E).

C. The Association represents and agrees that membership in the Association is available to all eligible employees represented by it on an equal basis and that the Association has established and will maintain a demand and return system which complies with the requirements of law.

D. The Association agrees to notify the Board of the amount of the Representation Fee to be collected for each listed non-member of the Association. Said fee shall be no more than the maximum permitted by law.

E. The Association agrees to indemnify and save the Board harmless against any liability which may arise by such reason of

any action taken by the Board in complying with the provisions of this Article provided that:

1. The Board gives to the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

2. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and all other aspects of said defense.

F. It is expressly understood that Section E, above, will not apply to any claim, demand, suit or other form of liability which may arise solely as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

ARTICLE XX

A. VACANCIES

In the event that a vacancy is created in an existing position in the District during the school year, the Board shall post a notice of such vacancy in a conspicuous location at least seven (7) calendar days prior to the appointment of an employee to fill the position.

If the vacancy occurs during the summer recess, the Board shall post the notice of same in a conspicuous location and shall forward written notice to the President of the Association and to not more than three (3) additional Association representatives as designated by the Association before the end of each school year. Such posting and written notice shall be effected at least fourteen (14) days prior to the appointment of a replacement for the position.

The notice of such vacancy shall include a brief description of the duties and qualifications for the position.

B. NEW POSITIONS

In the event that the Board elects to create a new position in the District during the school year, the Board shall post a notice of such new position in a conspicuous location at least thirty (30) calendar days prior to the appointment of an employee to fill the position.

If the new position occurs during the summer recess, the Board shall post the notice of same in a conspicuous location and shall forward written notice to the President of the Association and to

not more than three (3) additional Association representatives as designated by the Association before the end of each school year. Such posting and written notice shall be effected at least fourteen (14) days prior to the appointment of a replacement for the position.

The notice of such new position shall include a brief description of the duties and qualifications for the position.

C. BOARD RIGHTS

Nothing in this Article shall limit or restrict the Board's rights to determine and/or modify the qualifications for any position in the District. The Board shall retain the absolute right to determine, in accordance with applicable laws and regulations, who may be appointed to any position in the District.

D. SUPPORT STAFF SENIORITY

In the event of any reduction of force (RIF), district-wide seniority shall apply. In the event that a vacancy occurs after the RIF, employees who were laid off shall be entitled to recall in order of seniority, provided that they give written notice of their intention to return to work within sixty (60) days following notice of recall.

ARTICLE XXI

PERSONNEL FILES

1. An employee shall have the right, upon reasonable advance notice, to review the contents of his/her personnel file and to receive a copy of any document (other than pre-employment documents) contained therein. An employee shall be entitled to have representative(s) of the Association accompany him/her during such review.

2. At least once every two (2) years an employee shall have the right to indicate those documents in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and if, at the discretion of the Superintendent they are deemed to be obsolete or otherwise inappropriate to retain, they shall be destroyed. A record of any person reviewing a personnel file shall be kept with the file.

3. No material derogatory to an employee's conduct, service character or personality (other than pre-employment materials) shall be placed in his/her file unless the employee has had an opportunity to review the material.

4. The employee shall acknowledge that he/she has had the opportunity to review the material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof.

5. The employee shall also have the right to submit a written answer to such materials and his/her answer shall be attached to the file copy.

ARTICLE XXII

DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 1989, and shall continue in effect until June 30, 1992. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless the parties agree and execute a written Memorandum extending the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

FLORHAM PARK EDUCATION
ASSOCIATION

BOARD OF EDUCATION OF FLORHAM PARK
MORRIS COUNTY, NEW JERSEY

By: _____

By: _____

ATTEST:

ATTEST:

Secretary

Secretary

This Agreement between the Florham Park Education Association and the Board of Education of Florham Park, Morris County, New Jersey, for the school years 1989 - 1992 is hereby ratified:

For the Florham Park Education Association
President

Witness.

For the Board of Education of Florham Park
President

Witness

SCHEDULE A-1
FLORHAM PARK SCHOOL DISTRICT
TEACHERS' SALARY GUIDE
SCHOOL YEAR 1989-1990

NON- STEP DEGREE	BA	BA+15	MA	MA+30
(1) O	23,160	24,026	25,866	27,489
(2) N	23,377	24,242	26,082	27,706
(3) M	24,242	25,108	26,948	28,571
(4) L	25,108	25,974	27,814	29,437
(5) K	25,974	26,840	28,680	30,303
(6) J	26,948	27,814	29,654	31,277
(7) I	27,922	28,788	30,628	32,251
(8) H	29,113	29,978	31,818	33,442
(9) G	30,519	31,385	33,225	34,848
(10) F	33,117	33,983	35,823	37,446
(11) E	34,416	35,281	37,121	38,745
(12) D	36,039	36,905	38,745	40,368
(13) C	38,853	39,719	41,558	43,182
(14) B	41,883	42,749	44,589	46,212
(15) A	45,671	46,537	48,377	50,000

SCHEDULE A-2
ELORHAM PARK SCHOOL DISTRICT
TEACHERS' SALARY GUIDE
SCHOOL YEAR 1990-1991

STEP	BA	BA+15	BA+30	MA	MA+30
(1) O	24,642	25,564	26,543	27,521	29,248
(2) N	24,872	25,794	26,773	27,751	29,478
(3) M	25,715	26,637	27,616	28,594	30,321
(4) L	26,667	27,589	28,568	29,546	31,273
(5) K	27,619	28,541	29,520	30,498	32,225
(6) J	28,571	29,493	30,472	31,450	33,177
(7) I	29,643	30,565	31,544	32,522	34,249
(8) H	30,714	31,636	32,615	33,593	35,320
(9) G	32,024	32,946	33,925	34,903	36,630
(10) F	34,000	34,922	35,901	36,879	38,606
(11) E	36,117	37,039	38,018	38,996	40,723
(12) D	37,632	38,564	40,038	41,511	42,238
(13) C	40,832	41,754	42,733	43,711	45,438
(14) B	44,632	45,554	46,533	47,511	49,238
(15) A	48,894	49,816	50,795	51,773	53,500

SCHEDULE A-3
FLORHAM PARK SCHOOL DISTRICT
TEACHERS' SALARY GUIDE
SCHOOL YEAR 1991-1992

<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>
(1) O	25,700	26,800	27,900	29,000	30,800
(2) N	26,300	27,400	28,500	29,600	31,400
(3) M	27,000	28,100	29,200	30,300	32,100
(4) L	27,800	28,900	30,000	31,100	32,900
(5) K	28,800	29,900	31,000	32,100	33,900
(6) J	29,800	30,900	32,000	33,100	34,900
(7) I	31,200	32,300	33,400	34,500	36,300
(8) H	32,600	33,700	34,800	35,900	37,700
(9) G	34,000	35,100	36,200	37,300	39,100
(10) F	35,400	36,500	37,600	38,700	40,500
(11) E	37,400	38,500	39,600	40,700	42,500
(12) D	39,500	40,600	41,700	42,800	44,600
(13) C	43,500	44,600	45,700	46,800	48,600
(14) B	47,500	48,600	49,700	50,800	52,600
(15) A	51,700	52,800	53,900	55,000	56,800

SCHEDULE A-4
FLORHAM PARK SCHOOL DISTRICT
SALARY GUIDE CONVERSION FOR NEW CERTIFICATED PERSONNEL

1989-90			1990-91			1991-92		
YRS. EXPL.	STEP ON GUIDE	EQU.	YRS. EXPL.	STEP ON GUIDE	EQU.	YRS. EXPL.	STEP ON GUIDE	EQU.
						1	O	1
			1	O	1	2	N	2
1	O	1	2	N	2	3	M	3
2	N	2	3	M	3	4	L	4
3	M	3	4	L	4	5	K	5
4 }								
5 }	L	4	5 }	K	5	6 }	J	6
6 }			6 }			7 }		
7 }	K	5	7 }	J	6	8 }	I	7
8 }			8 }			9 }		
9 }	J	6	9 }	I	7	10 }	H	8
10	I	7	10 }			11 }		
11	H	8	11	H	8	12	G	9
12	G	9	12	G	9	13	F	10
13	F	10	13	F	10	14	E	11
14 }			14 }			15 }		
15 }			15 }			16 }		
16	E	11	16 }	E	11	17 }	D	12
17	D	12	17	D	12	18	C	13
18	C	13	18	C	13	19	B	14
19 }			19 }			20 & OVER	A	15
20 }			20 }	B	14			
21	B	14	21 }					
22 & OVER	A	15	22 & OVER	A	15			

SCHEDULE B-1

ELORHAM PARK SCHOOL DISTRICT

SECRETARIAL SALARY GUIDE

School Year 1989-1990

<u>STEP</u>	<u>BOOKKEEPER</u>	<u>PAYROLL-ACCT. PAYABLE</u>	<u>12-MONTH SECRETARY</u>	<u>10-MONTH SECRETARY</u>
1	\$23,522.	\$21,323.	\$19,384.	\$17,446.
2	\$24,622.	\$22,423.	\$20,384.	\$18,346.
3	\$25,722.	\$23,523.	\$21,384.	\$19,246.
4	\$26,822.	\$24,623.	\$22,384.	\$20,146.
5	\$27,922.	\$25,723.	\$23,384.	\$21,046.
6	\$29,022.	\$26,823.	\$24,384.	\$21,946.
7	\$30,122.	\$27,923.	\$25,384.	\$22,846.

SCHEDULE B-2

ELORHAM PARK SCHOOL DISTRICT

SECRETARIAL SALARY GUIDE

School Year 1990-1991

<u>STEP.</u>	<u>BOOKKEEPER</u>	<u>PAYROLL-ACCT. PAYABLE</u>	<u>12-MONTH SECRETARY</u>	<u>10-MONTH SECRETARY</u>
1	\$26,133.	\$23,102.	\$21,002	\$18,902.
2	\$27,355.	\$24,422.	\$22,202.	\$19,982.
3	\$28,577.	\$25,742.	\$23,402.	\$21,062.
4	\$29,799.	\$27,062.	\$24,602.	\$22,142.
5	\$31,021.	\$28,382.	\$25,802.	\$23,222.
6	\$32,243.	\$29,702.	\$27,002.	\$24,302.
7	\$33,465.	\$31,022.	\$28,202.	\$25,382.

SCHEDULE B-3

FLORHAM PARK SCHOOL DISTRICT

SECRETARIAL SALARY GUIDE

School Year 1991-1992

<u>STEP</u>	<u>BOOKKEEPER</u>	<u>PAYROLL-ACCT.</u> <u>PAYABLE</u>	<u>12-MONTH</u> <u>SECRETARY</u>	<u>10-MONTH</u> <u>SECRETARY</u>
1	\$29,008.	\$25,854.	\$23,504.	\$21,154.
2	\$30,365.	\$27,284.	\$24,804.	\$22,324.
3	\$31,720.	\$28,714.	\$26,104.	\$23,494.
4	\$33,077.	\$30,144.	\$27,404.	\$24,664.
5	\$34,433.	\$31,574.	\$28,704.	\$25,834.
6	\$35,790.	\$33,004.	\$30,004.	\$27,004.
7	\$37,147.	\$34,434.	\$31,304.	\$28,174.

SCHEDULE B-4

ELORHAM PARK SCHOOL DISTRICT

CONVERSION CHART FOR SALARY GUIDE PLACEMENT

SECRETARY

<u>PLACEMENT</u> <u>IN 1989-90</u>	<u>PLACEMENT</u> <u>IN 1990-91</u>	<u>PLACEMENT</u> <u>IN 1991-92</u>
1	2	3
2	3	4
3	4	5
4	5	6
5	6	7
6	7	7
7	7	7

SCHEDULE C-1
FLORHAM PARK SCHOOL DISTRICT
CUSTODIANS
SALARY GUIDE
School Year 1989-1990

<u>STEP</u>	<u>CHIEF CUSTODIAN</u>	<u>NIGHT CUSTODIAN</u>	<u>DAY CUSTODIAN</u>
1	\$19,600.00	\$18,060.00	\$16,560.00
2	20,200.00	18,620.00	17,070.00
3	20,800.00	19,170.00	17,600.00
4	21,450.00	19,760.00	18,140.00
5	23,550.00	21,690.00	19,910.00
6	25,650.00	23,620.00	21,680.00
7	27,760.00	25,560.00	23,460.00

SCHEDULE C-2
FLORHAM PARK SCHOOL DISTRICT
CUSTODIANS
SALARY GUIDE
School Year 1990-1991

<u>STEP</u>	<u>CHIEF CUSTODIAN</u>	<u>NIGHT CUSTODIAN</u>	<u>DAY CUSTODIAN</u>
1	\$21,510.00	\$19,925.00	\$18,431.00
2	22,210.00	20,573.00	19,030.00
3	22,910.00	21,242.00	19,649.00
4	23,700.00	21,947.00	20,326.00
5	24,450.00	22,669.00	20,969.00
6	27,250.00	25,265.00	23,370.00
7	30,200.00	28,000.00	25,900.00

SCHEDULE C-3
FLORIAN PARK SCHOOL DISTRICT
CUSTODIANS
SALARY GUIDE
School Year 1991-1992

<u>STEP</u>	<u>CHIEF CUSTODIAN</u>	<u>NIGHT CUSTODIAN</u>	<u>DAY CUSTODIAN</u>
1	\$23,810.00	\$22,208.00	\$20,539.00
2	24,510.00	22,861.00	21,144.00
3	25,210.00	23,514.00	21,749.00
4	25,910.00	24,167.00	22,354.00
5	26,700.00	24,904.00	23,036.00
6	28,450.00	26,536.00	24,546.00
7	32,700.00	30,500.00	28,213.00

SCHEDULE C-4

FLORHAM PARK SCHOOL DISTRICT

CONVERSION CHART FOR SALARY GUIDE PLACEMENT

Custodians

<u>PLACEMENT</u> <u>IN 1989-90</u>	<u>PLACEMENT</u> <u>IN 1990-91</u>	<u>PLACEMENT</u> <u>IN 1991-92</u>
		1
	1	2
1	2	3
2	3	4
3	4	5
4	5	6
5	6	7
5	7	7
7	7	7
7	7	7

SCHEDULE D-1
ELORHAM PARK SCHOOL DISTRICT
Staff Assistants
SALARY GUIDE
School Year 1989-1990
HOURS/DAY BASED ON 185 DAYS

STEP	1	4	4 1/4	4 1/2	5	5 1/2	6	6 1/2	8
1	\$1,338	5,352	5,687	6,021	6,690	7,359	8,028	8,697	10,709
2	\$1,400	5,600	5,950	6,300	7,000	7,700	8,400	9,100	11,200
3	\$1,463	5,852	6,218	6,584	7,315	8,047	8,778	9,510	11,704
4	\$1,525	6,100	6,481	6,863	7,625	8,388	9,150	9,913	12,200
5	\$1,625	6,500	6,906	7,313	8,125	8,938	9,750	10,563	13,008
6	\$1,788	7,152	7,599	8,046	8,940	9,834	10,728	11,622	14,304
7	\$1,964	7,856	8,347	8,838	9,820	10,802	11,784	12,766	15,713

RATE PER HOUR

\$ 7.23
 \$ 7.57
 \$ 7.91
 \$ 8.24
 \$ 8.78
 \$ 9.66
 \$10.62

SCHEDULE D-2

ELORHAM PARK SCHOOL DISTRICT

Staff Assistants

SALARY GUIDE

School Year 1990-1991

Hours/day based on 185 days

STEP	1	4	4 1/4	4 1/2	5	5 1/2	6	6 1/2	8
1	\$1,375	5,500	5,844	6,186	6,875	7,563	8,250	8,938	11,000
2	\$1,438	5,752	6,112	6,471	7,190	7,909	8,628	9,347	11,504
3	\$1,500	6,000	6,395	6,750	7,500	8,250	9,000	9,750	12,000
4	\$1,566	6,264	6,656	7,047	7,830	8,613	9,396	10,179	12,528
5	\$1,700	6,800	7,225	7,650	8,500	9,350	10,200	11,050	13,600
6	\$1,800	7,200	7,650	8,100	9,000	9,900	10,800	11,700	14,400
7	\$2,119	8,476	9,600	9,936	10,595	11,654	12,714	13,774	16,952

RATE PER HOUR

\$ 7.43

\$ 7.77

\$ 8.11

\$ 8.46

\$ 9.19

\$ 9.73

\$11.45

SCHEDULE D-3

FLORHAM PARK SCHOOL DISTRICT

Staff Assistants

SALARY GUIDE

School Year 1991-1992

Hours/day based on 185 days

STEP	1	2	4 1/4	4 1/2	5	5 1/2	6	6 1/2	8
1	\$1,525	6,100	6,481	6,863	7,625	8,388	9,150	9,913	12,200
2	\$1,625	6,500	6,906	7,313	8,125	8,938	9,750	10,563	13,000
3	\$1,725	6,900	7,331	7,763	8,625	9,488	10,350	11,213	13,800
4	\$1,825	7,300	7,756	8,213	9,125	10,038	10,950	11,863	14,600
5	\$1,925	7,700	8,181	8,663	9,625	10,588	11,550	12,513	15,400
6	\$2,050	8,200	8,738	9,225	10,250	11,275	12,300	13,325	16,400
7	\$2,310	9,240	9,818	10,395	11,550	12,705	13,860	15,015	18,480

RATE PER HOUR

\$ 8.24

\$ 8.78

\$ 9.32

\$ 9.86

\$10.41

\$11.08

\$12.49

SCHEDULE D-3

ELORHAM PARK SCHOOL DISTRICT

CONVERSION CHART FOR SALARY GUIDE PLACEMENT

Staff Assistants

<u>PLACEMENT</u> <u>IN 1989-90</u>	<u>PLACEMENT</u> <u>IN 1990-91</u>	<u>PLACEMENT</u> <u>IN 1991-92</u>
		1
	1	2
1	2	3
2	3	4
3	4	5
4	5	6
5	6	7
6	7	7
7	7	7
7	7	7

SCHEDULE E-1
ELORHAM PARK SCHOOL DISTRICT
BUS DRIVERS
SALARY GUIDE

School Year 1989-1990

Hours/day based on 185 days

STEP	1	2 1/2	4	5 1/2	6 1/2	7
1	\$1,900	4,750	7,600	10,450	12,350	13,300
2	\$2,000	5,000	8,000	11,000	13,000	14,000
3	\$2,100	5,250	8,400	11,550	13,650	14,700
4	\$2,300	5,750	9,200	12,650	14,950	16,100
5	\$2,500	6,250	10,000	13,750	16,250	17,500
6	\$2,750	6,875	11,000	15,125	17,875	19,250
7	\$3,180	7,950	12,720	17,490	20,670	22,260

RATE PER HOUR

\$10.27

\$10.81

\$11.35

\$12.43

\$13.51

\$14.96

\$17.19

SCHEDULE E-2
 ELORHAM PARK SCHOOL DISTRICT
 BUS DRIVERS
 SALARY GUIDE

School Year 1990-1991
Hours/day based on 184 days

STEP	1	2 1/2	4	5 1/2	6 1/2	7
1	2,000	5,000	8,000	11,000	13,000	14,000
2	2,100	5,250	8,400	11,550	13,650	14,700
3	2,200	5,500	8,800	12,100	14,300	15,400
4	2,292	5,730	9,168	12,606	14,898	16,044
5	2,646	6,615	10,584	14,553	17,199	18,522
6	3,000	7,500	12,000	16,500	19,500	21,000
7	3,355	8,388	13,420	18,453	21,808	23,485

RATE PER HOUR

\$10.81
 \$11.35
 \$11.89
 \$12.39
 \$14.30
 \$16.22
 \$18.14

SCHEDULE E-3
FLORHAM PARK SCHOOL DISTRICT

BUS DRIVERS

SALARY GUIDE

School Year 1991-1992

Hours/day based on 185 days

<u>STEP</u>	<u>1</u>	<u>2 1/2</u>	<u>4</u>	<u>5 1/2</u>	<u>6 1/2</u>	<u>7</u>
1	2,200	5,500	8,800	12,100	14,300	15,400
2	2,300	5,750	9,200	12,650	14,950	16,100
3	2,400	6,000	9,600	13,200	15,600	16,800
4	2,500	6,250	10,000	13,750	16,250	17,500
5	2,592	6,480	10,368	14,256	16,848	18,144
6	3,150	7,875	12,600	17,325	20,475	22,050
7	3,717	9,293	14,868	20,444	24,161	26,019

RATE PER HOUR

\$11.89

\$12.43

\$12.97

\$13.51

\$14.01

\$17.05

\$20.03

SCHEDULE E-4

ELORHAM PARK SCHOOL DISTRICT

CONVERSION CHART FOR SALARY GUIDE PLACEMENT

BUS DRIVERS

<u>PLACEMENT</u> <u>IN 1989-90</u>	<u>PLACEMENT</u> <u>IN 1990-91</u>	<u>PLACEMENT</u> <u>IN 1991-92</u>
		1
	1	2
1	2	3
2	3	4
3	4	5
4	5	6
5	6	7
6	7	7
7	7	7
7	7	7

SCHEDULE F

SUPPLEMENTAL CONTRACTS FOR PHYSICAL EDUCATION AND
EXTRA-CURRICULAR POSITIONS

<u>COACHING</u>	<u>BASIS FOR</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>
	<u>COMPENSATION</u>	<u>\$20.00/HR.</u>	<u>\$20.50/HR.</u>	<u>\$21.00/HR.</u>
Boys' Baseball	105 hr. per/yr	\$2,100.00	\$2,152.50	\$2,205.00
Girls' Softball	105 hr. per/yr	\$2,100.00	\$2,152.50	\$2,205.00
Boys' Basketball	105 hr. per/yr	\$2,100.00	\$2,152.50	\$2,205.00
Girls' Basketball	105 hr. per/yr	\$2,100.00	\$2,152.50	\$2,205.00
Boys' Soccer	105 hr. per/yr	\$2,100.00	\$2,152.50	\$2,205.00
Girls' Soccer	105 hr. per/yr	\$2,100.00	\$2,152.50	\$2,205.00
Cross Country	105 hr. per/yr	\$2,100.00	\$2,152.50	\$2,205.00
<u>INTRAMURAL ACTIVITIES</u>				
Briarwood - 4				
days per week	120 hr. per/yr	\$2,400.00	\$2,460.00	\$2,520.00
Ridgedale - 2				
days per week	70 hr. per/yr	\$1,400.00	\$1,435.00	\$1,470.00
Ridgedale - 2				
days per week	70 hr. per/yr	\$1,400.00	\$1,435.00	\$1,470.00
<u>ELEMENTARY GYMNASTICS</u>				
Brooklake - 1				
day per week	35 hr. per/yr	\$ 700.00	\$ 717.50	\$ 735.00
<u>EXTRA-CURRICULAR ACTIVITIES</u>				
G & T	60 hr. per/yr	\$1,200.00	\$1,230.00	\$1,260.00
Theatrics	110 hr. per/yr	\$2,200.00	\$2,255.00	\$2,310.00
Yearbook	60 hr. per/yr	\$1,200.00	\$1,230.00	\$1,260.00
Student Council				
Advisor	25 hr. per/yr	\$ 500.00	\$ 512.50	\$ 525.00
Bell Choir				
Brooklake	45 hr. per/yr	\$ 900.00	\$ 922.50	\$ 945.00
Bell Choir				
Briarwood	45 hr. per/yr	\$ 900.00	\$ 922.50	\$ 945.00
Art Club	100 hr. per/yr	\$2,000.00	\$2,050.00	\$2,100.00

*The Board reserves the right to establish new positions at the same hourly rates of compensation.

SCHEDULE G

FLORHAM PARK PUBLIC SCHOOLS

Florham Park, New Jersey

1989-90 School Calendar

Sept	4	Mon	Labor Day	
	5	Tues	Teacher Orientation Day	
	6	Wed	Schools Open - all students	18
Oct	9	Mon	Yom Kippur/Columbus Day (schools closed)	21
Nov	9-10	Th/Fri	NJEA Convention (schools closed)	
	22	Wed	Early Dismissal	
	23-24	Th/Fri	Thanksgiving Recess (schools closed)	18
Dec	22	Fri	Early Dismissal	
	25-29	Mon/Fri	First Winter Recess (schools closed)	16
Jan	1	Mon	New Year's Observance (schools closed)	
Jan	2	Tues	Schools Reopen	22
Feb	19-23	Mon/Fri	Pres Day/Second Winter Recess (schools closed)	15
March			- - - - -	22
Apr	13	Fri	Good Friday (schools closed)	
	16-20	Mon/Fri	Spring Recess (schools closed)	15
May	28	Mon	Memorial Day (schools closed)	22
Jun	20	Wed	Last Day for Students (early dismissal)	14
TOTAL PUPIL DAYS				183

Note: Any snow days or other emergencies causing schools to be closed more than three (3) days will be made up in June.